APPENDIX B-31

RECOMMENDED DISPOSAL DOCUMENT

1. This document is applicable to appendix D-46 and chapter 12 and is originated by the DSC to initiate the disposal transaction. It is processed and recorded in the ARCSF as an issue source document.

2. This document can be processed through SAMMSTEL by entering the Verb SODE as described in DLAH 4745.2, Volume I, Part 1, DLA Remote Users Handbook.

3. The following are the fields in the transaction:

FIELD LEGEND	FIELD POSITIONS	EXPLANATION/INSTRUCTIONS
Document Identifier Code	1-3	Enter DIC ZLC.
Routing Identifier Code (From)	4-6	Enter the RIC of the DSC.
Media and Status Code	7	Enter M&S Code 0.
National Stock Number	8-20	Enter NSN of the item to be transferred to the RMO.
Blank	21-22	Leave blank.
Unit of Issue	23-24	Enter the catalog UI.
Quantity	25-29	Enter the quantity to be transferred, based on the inventory control record balance; preceding significant digits with zero(s). If the quantity exceeds 99,999, prepare additional disposal documents as required.

FIELD LEGEND	FIELD POSITIONS	EXPLANATION/INSTRUCTIONS
Document Number	30-43	Leave blank or perpetuate output data element. Document Number constructed in accordance with appendix C-2 will be assigned mechanically on reentry and will overlay any preassigned Document Number. See note 1.
Demand/Suffix Code	44	Leave blank.
Supplementary Address (RMO AAC)	45-50	The appropriate RMO AAC will be entered mechancially when required.
Signal Code	51	Enter Signal Code M.
Blank	52-54	Leave blank.
Retention Quantity	55-61	Quantity to be retained in stock by activity in pos. 4-6. When the quantity to be retained exceeds the Retention Quantity Field the transaction will be processed offline. When additional disposal cards are required, each card must contain the total Retention Quantity in pos. 55-61. Leave blank if stock on hand has more than one O/P Code.
Deadline/Mandatory Transfer Date	62-64	Leave blank. Mechanical entry will be a numerical day equivalent to the day shown in pos. 37-39 plus 30 days.
Demilitarization Code	65	Leave blank. The appropriate DEMIL Code will be automatically assigned. See note 2.

FIELD LEGEND	FIELD POSITIONS	EXPLANATION/INSTRUCTIONS
Reclamation Code	66	Enter Y, R or N. See note 3.
Routing Identifier Code (To)	67-69	Enter RIC of the distribution activity which is to effect transfer.
Ownership/Purpose Code	70	*Enter ownership/purpose code.
Condition Code	71	*Enter Condition Code.
Management Code	72	Enter Management Code, appendix A-13, if appropriate; otherwise, leave blank. It is mandatory that a Z be entered for items with DLA/Service commingled stocks identified by a numeric Ownership Code in the NIR. Refer to appendix E-031 P.
Blank	73-76	Leave blank.
Output Routing Code	77-78	Manually prepared cards enter ORC of processing personnel. Mechanically generated disposal cards (DIC ZLC) contain pre-printed SRCs which are perpetuated on reentry.
Local Project Code	79-80	Enter locally assigned Project Code, if applicable.

*These entries can be entered by processing personnel as a result of revising mechanically generated disposal recommendations (DIC ZLC).

NOTE 1: Document number with U in pos. 40 identifies NSNs with known shelf-life characteristics.

NOTE 2: DEMIL Codes will be obtained from the NIR and mechanically entered in pos. 65 of all DIC ZLC Cards.

NOTE 3: Enter Code Y if reclamation was performed prior to release to DRMO. Enter R if reclamation is to be performed after turn-in to DRMO. Enter Code N if reclamation is not required.